

DRUG TESTING OF EXTRA-CURRICULAR/CO-CURRICULAR PARTICIPANTS AND THOSE STUDENTS DRIVING TO OR FROM SCHOOL

For the safety, welfare and best interests of the students of North Putnam Community School Corporation, and to promote drug-free lives both during and following high school, the School Corporation adopts a drug education and testing program for use by all high school extra-curricular/co-curricular participants or for students driving to or from school. Drug usage is incompatible with participation in extra-curricular activities within the School Corporation or for students driving to or from school. Such usage increases the risk of injury to the user as well as others. Consent to testing is a condition of participation in all extra-curricular/co-curricular activities. Extra-curricular/co-curricular activities include all school-sponsored groups organized to participate after the close of the school day, including but not limited to, athletics, band, choir, and clubs.

The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in disclosing possible substance abuse problems, and as an extension of educational drug and alcohol programs. The goal of a Random Drug Testing Program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent or guardian, and to educate, intervene, and direct students away from drug and alcohol abuse and toward a healthy, safe and drug-free adult life. The goals of this program are:

- A. To provide for the health and safety of students.
- B. To undermine the effects of peer pressure by providing an additional reason for students to refuse to use illegal drugs.
- C. To detect and act on a student's poor choices while the effects and consequences are reversible.
- D. To reduce injuries and illness which may be caused by students using drugs and alcohol while participating in extra-curricular, co-curricular, or driving to and from school grounds.
- E. To educate all students about the harm caused by the use of drugs and alcohol.
- F. To provide early warning to parents of substance abuse by their children.
- G. To encourage students who use drugs to participate in drug treatment programs.

The Board requires that each student participating in one (1) of the School Corporation's extra-curricular/co-curricular programs or students driving to or from school and his/her parent(s) sign a consent form by which they agree that the student will participate in a random drug-testing program conducted and paid for by the School Corporation.

The drug testing policy shall be distributed to all students and parents. Selection of persons to be tested shall be done in random and confidential manner to protect the identity of those being tested. The Corporation's drug-testing program may include urinalysis tests, saliva screening and/or breathalyzer screening.

A laboratory certified under the auspices of the Clinical Laboratory Improvement Act and the Joint Commission of Accreditation of Healthcare Organizations shall test the samples and an initial assay and a confirmation assay shall be performed before and sample is labeled "positive" for any particular drug. Confidentiality shall be maintained so that the identity of anyone testing positive is made known only to the student, his/her parents or guardian, and the Superintendent and the High School Principal.

If there is a suspension from participation or driving, other students shall not be told the reason unless the student chooses to do so. Suspension from extra-curricular/co-curricular activities will include contests and performances that take place after the regular school day. If the student is suspended from extra-curricular/co-curricular activities that constitute a portion of the student's grade in a course, an alternate assignment will be given to maintain student progress. This program shall not affect other School Corporation policies, practices, or rights in dealing with drug or alcohol use or possession where there is reasonable suspicion of use or possession obtained by means other than the random sampling provided for in this program.

A "positive" test under this program shall not be cause for automatic suspension or expulsion from regular school activities.

This policy and the supportive guidelines shall be included in the appropriate Student Handbooks.

Administrative Guidelines

The Board has determined the following guidelines for the scope of the drug-testing program:

- A. The Board has found that the objectives of the drug-testing program can be lawfully advanced by the random testing of participants in extra-curricular/co-curricular activities and those who drive to or from school at North Putnam High School.
- B. Urine and/or saliva samples submitted by participants will be tested for indications of the use of the following substances:
 - 1. Alcohol
 - 2. Tobacco
 - 3. Amphetamines
 - 4. Barbituates
 - 5. Benzodiazepines
 - 6. Cocaine Metabolite
 - 7. Opiates
 - 8. Phencyclidine (PCP)
 - 9. Marijuana
 - 10. Methadone
 - 11. Propoxyphene

PROCEDURES:

The Board has determined the following procedures for the drug-testing program:

- A. Student participants in extra-curricular/co-curricular activities or students driving to or from school and the student's parent/guardian must agree in writing to comply with this policy when requested for the student to retain eligibility for these activities.

Students will be randomly selected for testing through identification numbers assigned by an independent provider certified under the auspices of the Clinical Laboratory Improvement Act and the Joint Commission of Accreditation of Healthcare Organizations and drawn from a pool of students agreeing to be tested. The laboratory will do the random selection of numbers identifying the students to be tested in each round of testing. Testing may occur on any day Monday through Friday. Students whose activities have temporarily ended as in the case of athletic programs, which are seasonal, will be maintained on the roster of students to be selected for testing. This will keep students conscious of the possibility of being tested at any time during the year.

- B. Urine/Saliva/Breath sample collection and testing will be conducted by an independent testing laboratory. The maximum degree of privacy consistent with sample integrity will be utilized in the collection of urine samples from students.

Each student and his/her parent or legal guardian must consent in writing for the student to be randomly tested pursuant to the drug testing policy. No student will be allowed to participate in extra-curricular/co-curricular activities or be allowed to drive to or from school without this written consent. Along with the consent form, the family of each student will be given information about the dangers of illegal drug use.

When notified by the independent testing laboratory of the identification numbers of the students to be tested, an administrator or designee will ask the student(s) selected to report to a designated area. The administrator or designee will escort the student to the testing site and the "Collector" will obtain a urine sample from each student to be tested using the following procedure:

1. The student will remove outer garments such as a coat or jacket and empty their pockets and the collector will visually verify compliance.
2. The student will wash his/her hands.
3. The collector will open the specimen container in the presence of the student.
4. The collector will check the restroom stall for anything unusual, flush the toilet, and treat the water with dye.
5. The collector will remain outside the restroom or restroom stall during the collection. The student will attempt to deliver at least 30 ml. of urine directly into the specimen container provided by the collector.
6. The collector will make written notes on any unusual circumstances regarding the student

or the specimen on the chain of custody form in the record book.

7. The collector will visually check the specimen for signs of contamination, check the specimen temperature (must be between 90.5 degrees F. and 99.8 degrees F.) and record the information requested on the container and the chain of custody form.
8. The collector will seal the specimen in full view of the student, and both the collector and student will date and initial the specimen tape.
9. The collector and student will sign the chain of custody form.
10. The collector will deliver the specimen to the independent testing laboratory per their directions.

If the student is unable to provide a sample, s/he will be given up to twenty-four (24) ounces of tap or bottled water provided by the school and asked to attempt the procedure again. If a student is still unable to provide a sufficient sample, s/he will be given up to two (2) hours with which to provide a sample. If after two (2) hours a student is unable to provide a specimen, the student will be given the option of providing a saliva specimen. Failure to provide a specimen or refusal to provide a specimen will have the same consequences as a positive test.

“Positive” Test Results Procedure:

The principal and/or designee will be notified of a student testing "positive". A "positive" test is a test that shows that drug residues are in the student's system by both an initial assay and a confirmation assay.

A “positive” test on a “rapid” saliva specimen will require further analysis by requiring a urine specimen. Failure to submit to a urinalysis will result in sanctions being imposed based upon the initial “positive” test on the “rapid” saliva specimen.

The principal shall notify the student and his/her parent or guardian the results of a “positive” drug test.

Any and all sanctions will immediately be imposed upon notification to a parent.

Appeal Process:

Appeal A:

Within 2 business days, the student and/or his/her parent or guardian may submit to the principal any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. If the “positive” test can be satisfactorily explained any and all sanctions will be lifted. If it has not been explained student and/or his/her parent/guardian may request appeal in the following manner.

Appeal B:

Within 2 business days of notification of a “positive” drug test result, the student or his/her custodial parents/guardians may appeal the test results by requesting that the remaining portion of the sample be tested again by the laboratory or another accredited laboratory at a cost to the student or his/her custodial parents/guardians. If such a request is made to have another accredited laboratory test the sample, the

laboratory used by the school will forward the chemical specimen directly to the new laboratory which must be NIDA approved. If the result from the re-testing is negative, the student's record will reflect that result, and any and all sanctions will be lifted.

Individuals may request either, both, or neither appeal following a "positive" drug test. The decision of the principal or designee following the appeal process is final and binding.

FINANCIAL RESPONSIBILITY:

The School Corporation will pay for all initial random drug tests, all initial reasonable suspicion tests and all initial "follow-up" tests for return to participation. All other testing will be paid for by the student and/or his/her parent or guardian.

CONFIDENTIALITY:

Under this drug testing program, any staff member, coach, or sponsor of the School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

Sanctions:

The consequences of all substance abuse violations shall be cumulative throughout the student's high school career.

Tobacco*

Any participating student whose drug test administered pursuant to this policy renders a "positive" test result of only Tobacco (Nicotine/Cotinine) will be subject to the following consequences:

First Positive Result - The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student and his/her parent or legal guardian shall be provided with a list of community resources whereas the student can receive counseling and help to quit. The student will be required to meet with a counselor at school at least 6 times within the first 30 days where he/she will receive some educational opportunities regarding the dangers of nicotine/tobacco use. If the student fails to follow through with requirements set forth a suspension shall be imposed until all requirements have been met. The student may continue to participate in practice and contests, but will be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Second Positive Result – The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student will be suspended from contests for thirty (30) calendar days and twenty-five (25%) of the current or next extra-curricular activities as the result of a positive drug test. These suspensions may run concurrently when a student is currently actively involved in an activity. The student may continue to participate in practices. The student will also be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Third Positive Result – The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student will be suspended from all extra-curricular activities for ninety (90) school days and fifty percent (50%) of the current or next extra-curricular activities. The student may not continue to participate in practices. The student will also be

subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Fourth Positive Result - The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student will be suspended from all extra-curricular activities for one hundred and eighty (180) school days. The student may not continue to participate in practices. The student will also be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Fifth Positive Result – The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. Upon the student's fifth positive result for tobacco the student will be suspended from participation in all extra-curricular activities for the remainder of his/ her high school career.

*A positive drug screen for a student over the age of 18 **and** not involved in any extracurricular activities will result in notification to the student/parent, but will not result in any sanctions.

All other Tested Substances:

First Positive Result – The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student and his/her parent or legal guardian shall be provided with a list of community resources whereas the student can receive counseling and help to quit. The student will be required to meet with a counselor at school at least 6 times within the first 30 days where he/she will receive some educational opportunities regarding the dangers of drug use. If the student fails to follow through with requirements set forth a suspension shall be imposed until all requirements have been met. The student will be suspended from contests for thirty (30) calendar days and twenty-five (25%) of the current or next extra-curricular activities as the result of a positive drug test. These suspensions may run concurrently when a student is currently actively involved in an activity. The student may not continue to participate in practices. The student will also be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Second Positive Result – The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student will be suspended from all extra-curricular activities for ninety (90) school days and fifty percent (50%) of the current or next extra-curricular activities. The student may not continue to participate in practices. The student will also be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Third Positive Result - The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. The student will be suspended from all extra-curricular activities for one hundred and eighty (180) school days. The student may not continue to participate in practices. The student will also be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Fourth Positive Result – The participating student and his/her parent or legal guardian will be required to attend a conference with the principal or designee. Upon the student's fourth positive result ~~for tobacco~~ the student will be suspended from participation in all extra-curricular activities for the remainder of his/her high school career.